

General case

Written agreement between the subcontracting operator and the subcontractor ¹

The subcontracting operator :

Name :	
Address :	
Contact :	
Inspection body :	<input type="radio"/> CERTISYS BE-BIO-01 <input type="radio"/> CERTISYS LU-BIO-06 <input type="radio"/> CERTISYS-BIO-128

Declares to subcontract parts of or all of the following activities:

Activity: (details : see below)	<input type="radio"/> Agricultural production
	<input type="radio"/> Preparation
	<input type="radio"/> Storage and/or transport
	<input type="radio"/> Import
	<input type="radio"/> Other :

To the under-mentioned company:

Name :	
Legal structure :	
VAT number	
Address :	
Contact:	
Control Authority/body:	

- The subcontractor declares to comply with all the requirements of organic production and agrees to submit its activities to the control system in accordance with Title V of Regulation 834/2007 (Art. 27-31). This implies that the subcontractor must be able to demonstrate the organic quality and the traceability of the organic products that are the result of the subcontracted activity. In order to be able to reply to his control Authority/body, the subcontractor will take all the necessary measures and will keep all supporting documents. In case of detection of non-compliance with the production rules and/or the labeling of organic products, the declarations made by both parties and laid down in this document as well as the place where the non-compliance was detected will be the basis to determine the control Authority/body responsible for the follow up.
- The subcontractor undertakes to inform its inspection body and the subcontracting operator of any changes that have or may have an impact on the organic business, the finding of non-compliant products or the suspicion of conformity of the products affected by the subcontracted activity and therefore no longer use the products concerned.
- The subcontractor declares to agree with the exchange of information between the involved control Authorities/bodies and the competent authority.

¹ For subcontractors who have not themselves notified their organic activity : see Specific case.

Detailed description of the subcontracted activity:

Agricultural production :

Summary description :	Under responsibility of	
	Subcontractor	Subcontracting Operator
Labor		
Fertilisation		
Weeding		
Sowing		
Use of plant protection products		
Harvest		
Transport of the harvest		
Keeping of the plant records (art 72 du 889/2008)		
Declaration of parcels used for agricultural production (to the authority and control authority/body)		
Communication (organic declaration) (art 71 du 889/2008)		
Separation between organic, conversion and non-organic.		
Washing of the harvested products		
Sorting of the harvested products		

Preparation :

Summary description :	Under responsibility of	
	Subcontractor	Subcontracting Operator
Selection supplier (verification organic certificate, art 29 of Regulation 834/2007)		
Place order		
Purchasing of raw materials		
Reception of products		
Storage of raw products (before preparation)		
Planning of productions		
Cleaning of installations		
Storage of labels		
Storage of semi-finished products		
Storage of finished products		
Invoicing		
Reception of payments		
Transport to other production units		

Distribution :

Summary description :	Under responsibility of	
	Subcontractor	Subcontracting Operator
Selection supplier (verification organic certificate, art 29 dof Regulation 834/2007)		
Place order		
Reception of produits		
Storage of semi-finished products		
Storage of finished products		
Invoicing		
Reception of payments		
Transport to other production units		

Import :

Summary description:	Under responsibility of	
	Subcontractor	Subcontracting operator
Selection supplier (verification organic certificate, art 29 of Regulation 834/2007)		
Place order		
Sign contract		
Organisation of product flow		
Reception of products		
Customs Clearance		
Signature of COI (case 21)		

This declaration is valid for an indefinite period and as long as the subcontracting is applicable.

The subcontracting operator keeps a copy of this statement at the disposal of its control body for each subcontracted organic activity.

Done in triplicate: one for the **operator**, one for the **subcontractor** and one for the subcontracting operator's **control body**.

For the subcontracting operator

Place :

Date :

Name :

Function :

Signature :

For the subcontractor

Place :

Date :

Name :

Function :

Signature :

Specific case–

Subcontracting to a subcontractor who has not notified his organic activity

Written agreement between subcontractor and subcontracting operator

The subcontracting operator :

Name :	
Address :	
Contact :	
Inspection body :	<input type="radio"/> CERTISYS BE-BIO-01 <input type="radio"/> CERTISYS LU-BIO-06 <input type="radio"/> CERTISYS-BIO-128

Declares to subcontract part or all of the following activities:

Activity: (details : see below)	<input type="radio"/> Agricultural production
	<input type="radio"/> Preparation
	<input type="radio"/> Storage and/or transport
	<input type="radio"/> Import
	<input type="radio"/> Other :

To the under-mentioned company:

Name :	Control Authority/body (only for subcontractor in another country):
Legal structure :	
VAT number	
Address :	
Contact:	

Hereby, the subcontractor declares :

- To carry out the subcontracted activity in Flanders and not to be obliged to notify the subcontracted activity to the Flemish Authorities because the subcontractor is not the owner of the products on which the subcontracted activity is carried out³
- to comply with all the requirements of organic production and agrees to submit its activities to the control system in accordance with Title V of Regulation 834/2007 (Art. 27-31). This implies that the subcontractor must be able to demonstrate the organic quality and the traceability of the organic products that are the result of the subcontracted activity. In order to be able to reply to his concerned control Authority/body, the subcontractor will take all the necessary measures and will keep all supporting documents. In case of detection of non-compliance with the production rules and the labeling of organic products, the declarations made by both parties and laid down in this document as well as the place where the non-compliance was detected, will be basis to determine the control Authority/body responsible for the follow up.
- The subcontractor undertakes to inform its inspection body and the subcontracting operator of any changes that have or may have an impact on the organic business, the finding of non-compliant products or the suspicion of conformity of the products affected by the subcontracted activity and therefore no longer use the products concerned.
- The subcontractor declares to agree with the exchange of information between the involved control Authorities/bodies and the competent authority.

Detailed description of the subcontracted activity :

Preparation :

Summary description :	Under responsibility of	
	Subcontractor	Subcontracting Operator
Selection supplier (verification organic certificate, art 29 of Regulation 834/2007)		
Place order		
Purchasing of raw materials		
Reception of products		
Storage of raw products (before preparation)		
Planning of productions		
Cleaning of installations		
Storage of labels		
Storage of semi-finished products		
Storage of finished products		
Invoicing		
Reception of payments		
Transport to other production units		

Distribution :

Summary description :	Under responsibility of	
	Subcontractor	Subcontracting Operator
Selection supplier (verification organic certificate, art 29 of Regulation 834/2007)		
Place order		
Reception of products		
Storage of semi-finished products		
Storage of finished products		
Invoicing		
Reception of payments		
Transport to other production units		

Import :

Summary description:	Under responsibility of	
	Subcontractor	Subcontracting Operator
Selection supplier (verification organic certificate, art 29 of Regulation 834/2007)		
Place order		
Sign contract		
Organisation of process		
Reception of products		
Customs Clearance		
Signature of COI (case 21)		

This declaration is valid for an indefinite period and as long as the subcontracting is applicable.

The subcontracting operator keeps a copy of this statement at the disposal of its control authority/body for each subcontracted organic activity.

Done in triplicate: one for the subcontracting **operator**, one for the **subcontractor**, and one for the subcontracting operator's **control body**.

For the subcontracting operator

Place :

Date :

Name :

Function :

Signature :

For the subcontractor

Place :

Date :

Name :

Function :

Signature :

ANNEX : document **QT3575** : the complete document with examples of process flow can be given upon request. It may help when setting up your internal system.

extract 1: tabel to be completed by the subcontracting operator :

	ORIGINE client	OPERATOR CERTISYS	DESTINATION Clients and destinataires
Products (Raw products, Semi-finished products, finished Produits)			
Operators (names of legal entities)			
Documents : -Transport document -Invoices, -TC/(e)COI			
Activity for example :			
Inspection body (OC)		CERTISYS - ____-BIO-____	

extract 2: example of a concrete case :

